
NOTICE: CANDIDATE AUDIO RECORDING

RE: Audio Recording Requirements for Candidates on the Statewide Ballot
FROM: The Colorado Secretary of State, Election Division

Candidate Audio Recording Requirements

In order to meet the required standards for accessible voting equipment, all county clerks in the state of Colorado must produce an audio ballot. Further, Rule 10.4 of the Secretary of State's Election Rules requires an audio recording containing the correct pronunciation of each candidate's name for all offices of state concern and sets forth the deadline for each submission.

Audio recordings are required for the following offices of state concern:

United States Senate	United States Representative
Governor	Secretary of State
Treasurer	Attorney General
State Board of Education	University of Colorado Regent
State Senate	State Representative
Regional Transportation District	Supreme Court
Court of Appeals	District Judge
County Judge	

Instructions for Completing Candidate Audio Recording

To assist candidates in submitting their audio recording, the Secretary of State's office has set up a voicemail box specifically for this purpose. As an alternative, candidates may submit a wav file by e-mail to: kathryn.mikeworth@sos.state.co.us Please ensure that the voicemail or wav file contains the appropriate information as described below.

Audio Recording using Secretary of State Voicemail:

- ✓ Dial 303-894-2200
- ✓ Dial extension 6314
- ✓ After the voice prompt clearly state your:
 - **Name** (exactly as provided on your candidate acceptance form or judicial intent)
 - **Jurisdiction** (For example, House District 5 or 17th District Judge)
 - **Party Affiliation** (Do not include your party affiliation if you are a candidate for a nonpartisan office such as RTD, or a judge seeking judicial retention.)
- ✓ Press “#” when your message is complete, then follow the prompts to review your recording or complete and send your recording

****Please note:** You must state your name exactly as it appears on either your candidate acceptance form or your declaration of intent to run for retention form, as this is how your name will be printed on the ballot.

If you have any questions or concerns, please contact Kathryn Mikeworth, via email at kathryn.mikeworth@sos.state.co.us or by phone at 303-894-2200 ext. 6312.